



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3926

SEP 08 2005

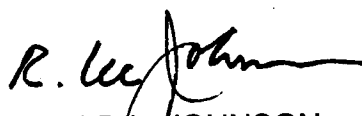
IMAH-SO

MEMORANDUM FOR REGIONAL DIRECTORS

SUBJECT: Army Traffic Safety Program – Online Accident Avoidance Course

1. In an effort to respond to the growing number of vehicle accidents in the Army, the Installation Management Agency Safety Office recently deployed an Army-wide web-based Accident Avoidance Course designed to empower personal responsibility and positive attitudes behind the wheel. One of the many unique characteristics of this course is that it has a strong foundation in behavior modification, and is a standardized program throughout the United States and around the world. The course content is relevant everywhere to everyone.
2. The course, consistent with Army policy, is required for all Soldiers, DA civilians, and contract personnel that are required to operate Army owned, leased, or rented vehicles. Some examples of these vehicles include passenger cars, vans, station wagons, trucks, ambulances, buses, motorcycles, fire trucks, and refueling vehicles to name a few. Personnel operating any Army owned, leased, or rented vehicle must take this training upon entry into government service and every four years thereafter.
3. To enroll in the course, visit Army Knowledge Online, <https://www.us.army.mil> and register through the Army's Learning Management System for the Army Traffic Safety Program, Accident Avoidance Course for Army Motor Vehicle Drivers. This method of delivery provides us the capability to provide this training in the most expeditious manner. The enclosure provides additional details on how to access the course.
4. My Safety Officer is working with the Army Driver's Task Force on a communiqué to publicize this course via all Army media sources. I encourage you to jumpstart this effort by circulating the availability of this course to all of your components.

Encl
as


RONALD L. JOHNSON
Major General, U.S. Army
Director

CF:

Assistant Secretary of the Army (Installations and Environment) (w/encl)
Assistant Chief of Staff of Installation Management (w/encl)
Installation Management Agency Public Affairs Office (w/encl)
Commander, U.S. Army Combat Readiness Center (w/encl)

ARMY TRAFFIC SAFETY PROGRAM

ACCIDENT AVOIDANCE COURSE - ACCESS INSTRUCTIONS

1. Open your web browser to the Army Homepage: <http://www.army.mil>
2. Once the Army Homepage has opened, click on the AKO link, which is located under the SEARCH option on the home page
3. After the AKO page has opened, click on "Login to AKO."
4. When the user name and password dialogue box appears, enter your AKO user name and password.
5. Once logged into AKO, scroll down to the Self Service menu located on the far left of the screen and click on the arrow located to the left of the Self Service menu to reveal the drop down menu. (If not already displayed)
6. Once the drop down menu is displayed, click on My Training.
7. After the My Training page has loaded, you will see a blue globe with the letters DLS with in the globe. Scroll down in that menu until you see highlighted in red or blue Access the ALMS. Click on the ALMS link.
8. The next page you will have a header bar where you will find the link to the Training Catalogue, click on the Training Catalogue.
9. At this point on the far left you will see a number of different boxes where you can enter Product Number, Group, Service/Branch, etc. You want to type Army in the PRODUCT NAME BOX, and click on the highlighted yellow Go button.
10. The next page will provide you with 3 possible links. The link you need to click on is the Army Traffic Safety Program; Accident Avoidance Course for Army Motor Vehicle Drivers. You may either click on the register button to the left or click directly on the Accident Avoidance link.
11. Next, click on the NEXT button.
12. Next, click on the REQUEST button.
13. The following page will show you a summary of your request. Listed are Items Requested, Student Name, Quantity Requested, Status and Manager Approval. If all the information is correct, click on Registrations.
14. On the next page, move the cursor over to "content" and click on the icon that looks like a man running to access the course.
15. The last step to begin taking the course is clicking on Army POV 1 - 3.